



**Government of the District of Columbia
Office of the State Superintendent of Education
Division of Early Childhood Education**

**PRE-KINDERGARTEN ENHANCEMENT AND EXPANSION
PROGRAM ASSISTANCE GRANT**

APPLICATION FOR FUNDING



**The Government of the District of Columbia, Office of the State Superintendent of Education,
Division of Early Childhood Education invites the submission of applications for funding.**

**Announcement Date: March 4, 2010
Application Release Date: March 4, 2010**

Application Submission Deadline: 5:00 pm. on April 19, 2010

LATE APPLICATIONS WILL NOT BE ACCEPTED!

DEADLINES AND IMPORTANT DATES

RFA Announcement	March 4, 2010
RFA Release	March 4, 2010
Pre-Application Conference	March 10, 2010
Written Q&A Deadline	March 26, 2010
Submission Deadline	April 19, 2010
Award Announcements	April 30, 2010

PRE-APPLICATION CONFERENCE

WHEN: March 10, 2010

**WHERE: 717 14th Street N.W.
 8th Floor Conference Room**

TIME: 1:00 p.m. – 3:00 p.m.

**TO REGISTER, CONTACT:
Keshia Scrivner at (202)727-3557**

CHECKLIST FOR APPLICATIONS

This check list is provided to assist Applicants to order the sections of their proposal and include all required documentation.

- ☐ Attachment B (Applicant Profile) is completed, signed and used as the cover page of the application.
- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ☐ The application starts with the Table of Contents with pagination ordered as specified in the Format section of the Application.
- ☐ The application includes a one-page abstract.
- ☐ The sections of the application and pagination are arranged in the order specified in the Format section of the Application.
- ☐ Attachment C (Certifications) is completed, signed and attached to the application.
- ☐ Attachment D (Assurances) is completed, signed and attached to the application.
- ☐ Attachment E (Objectives) is completed and attached to the application.
- ☐ Attachment F (Work Plan) is completed and attached to the application.
- ☐ Attachment G (Staff Plan) is completed and attached to the application.
- ☐ Attachment H (Budget Summary) is completed, matches the staffing plan, accompanied by a narrative and attached to the application.
- ☐ Attachment I (Confidentiality Statement) is completed, signed and attached to the application.
- ☐ *One unbound* (clip or rubber band) and two (2) copies of the application are included in submission package.
- ☐ Two copies of Attachment A (Submission Receipt Form) must be attached to outside of application envelope.

TABLE OF CONTENTS

SECTION I GENERAL INFORMATION	5
INTRODUCTION	5
ELIGIBLE APPLICANTS	6
SOURCE(S) OF GRANT FUNDING	6
AWARD PERIOD	6
GRANT AWARDS AND AMOUNTS	6
CONTACT PERSON	6
INTERNET	6
PRE-APPLICATION CONFERENCE	7
SECTION II PROGRAM SCOPE	7
GENERAL RESPONSIBILITIES	7
PROGRAM FEATURES	7
FUNDING AND OPERATING COSTS	8
REPORTS	9
RECORDS	10
MONITORING	10
SECTION III APPLICATION SUBMISSION	10
SUBMISSION DATE AND TIME	10
NUMBER OF COPIES	10
LOCATION TO SUBMIT APPLICATION	10
MAIL/COURIER/MESSENGER DELIVERY	11
SECTION IV REVIEW AND SCORING	11
GRANT REVIEW PANEL	11
SCORING CRITERIA	11
DECISIONS ON AWARDS	13
SECTION V GENERAL PROVISIONS	13
INSURANCE	13
NONDISCRIMINATION IN THE DELIVERY OF SERVICES	13
SECTION VI APPLICATION FORMAT	13
SECTION VII LIST OF ATTACHMENTS	15

**District of Columbia
Office of the State Superintendent of Education
Office of Early Childhood Education**

**PRE-KINDERGARTEN ENHANCEMENT AND EXPANSION PROGRAM
PROGRAM ASSISTANCE GRANTS**

SECTION I GENERAL INFORMATION

Introduction

The District of Columbia is committed to providing high quality early education to the children of the District of Columbia. One activity demonstrating that commitment are the Pre-kindergarten Enhancement and Expansion Program Assistance Grants, grants made possible by the Pre-K Enhancement and Expansion Act of 2008. These grants will help OSSE meet its goal to ensure that all District of Columbia children will be ready for school and that all District residents receive an excellent education for success in the 21st century.

The Office of the State Superintendent of Education (OSSE) has established and will administer a grant program to assist pre-k programs in meeting the required High Quality standards. The “Program Assistance” grants will be available beginning April, 2010. Each grant is awarded for 2 years. The individual grant amounts will be up to \$25,000. The grant program will be based on funding availability.

The Program Assistance Grants are managed by OSSE’s Division of Early Childhood Education (ECE). ECE provides leadership and coordination to ensure all District of Columbia pre-kindergarten aged children have access to high-quality early childhood education. ECE works to develop an effective early childhood education system by implementing high-quality standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports.

ECE is soliciting applications from District of Columbia Public Schools, Public Charter Schools and early childhood education programs operated by non-profit entities, faith-based organizations, or organizations that participate in federally funded or District funded early childhood programs, including the child care subsidy program funded by the federal Child Care Development Fund. The Pre-k Program Assistance Grants will support these programs in meeting [high-quality standards](#).

The grants may support the following activities:

- Accreditation facilitation and training
- Instructional support and materials
- Age-appropriate curriculum and related training
- Facilities improvement
- Support for development of family engagement programs

Eligible Applicants

ECE will accept applications from District of Columbia Public Schools, Public Charter Schools and early childhood education programs operated by non-profit entities, faith-based organizations, or organizations that participate in federally funded or District funded early child hood programs, including the child care subsidy program funded by the federal Child Care Development Fund. OSSE has analyzed information and data from the “Baseline Quality” study and a “Risk and Reach” analysis; from that information, OSSE has identified that Wards 5, 7, and 8 have the highest percentages of children deemed “at-risk”. Therefore, priority shall be given to those applicants that serve children in Wards 5, 7 and 8.

Source(s) Of Grant Funding

Funding for the Pre-k Program Assistance Grants is made available through the District of Columbia Local Funds authorized by the Pre-kindergarten Enhancement and Expansion Act of 2008.

Award Period

Grants under this Program will be awarded for up to 2 years. The second year renewal award is subject to the applicant’s demonstrated success in achieving its stated project goals and objectives and subject to the availability of funds. The initial period will be for twelve (12) months, beginning May, 2010 and ending April, 2011.

Grant Awards and Amounts

The OSSE seeks to fund multiple grant awards with **funding up to a maximum of \$25,000 over a 2-year period per award**. Should a grantee fail to achieve the stated goals and objectives described in the individual proposal under this Application, that grantee may be subject to penalties that include but are not limited to loss of funding, suspension or termination.

Contact Person

For further information, please contact:

Dale E. Brown, Program Manager
School Readiness -Pre-kindergarten Unit
717 14th Street, N.W. Suite 800
Washington, DC 20005
(202)-727-9180

Internet

In order to receive updates and/or addenda to this Application or other related information, applicants are advised to email the following information to Kesha.Scrivner@dcdgov:

- Name of Applicant Organization
- Contact Person
- Mailing address
- Telephone and fax numbers

- E-mail address

Pre-Application Conference

Applicants are encouraged to attend a pre-application conference:

When: March 10, 2010
Time: 1 p.m. – 3 p.m.
Where: 717 14th Street N.W.
 8th Floor Conference Room

The contact person for this application is Kesha Scrivner. You may reserve your seat by telephoning Ms. Scrivner at 202-727-3557 or via email at Kesha.Scrivner@dc.gov. Seating may be limited. In order to ensure adequate copies of handouts, reservations are encouraged.

Questions may be submitted in advance to Kesha.Scrivner@dc.gov. Answers to questions submitted prior to the pre-application conference will be distributed at the conference. Please allow ample time for mail to be received prior to the Pre-Application Conference on March 10, 2010.

SECTION II PROGRAM SCOPE

General Responsibilities

The goal of the Pre-k Program Assistance Grants is to increase the number of high-quality Pre-k programs available to children and families in the District of Columbia with particular attention to the development of high-quality programs in areas with the highest number of educationally “at-risk” children. The initial focus will be on serving low-income and educationally “at-risk” children and moving towards universal Pre-k service.

OSSE will provide training and assistance to the eligible programs to build capacity and sustainability throughout the Pre-k system.

Examples of services anticipated for this program are summarized below. Applicants are not required to include a narrative response to each of these items in their applications, but are expected to understand and agree to fulfill the following scope of services:

Program Features

- Providers submit an initial application to gain acceptance into Pre-k Program Assistance Grant program.
- Applicants must demonstrate, at a minimum, progress toward meeting and the ability to sustain high-quality Pre-k educational services beyond the receipt of grant funding.
- Providers should utilize current assessment results (Early Childhood Environment Ratings Scale-Revised (ECERS-R), Classroom Assessment Rating Scale (CLASS), Early Language and Literacy Classroom Observation (ELLCO)), if available, to inform a

quality improvement plan. The assessment results and the improvement plan must be submitted as part of the initial application.

- Successful applicants will receive coaching to assist in refining the work plan and timeline submitted with the initial application.
- Continued eligibility will be dependent upon the providers' successful completion of objectives stated in the initial application.
- Participants will be supported and monitored throughout the duration of the grant.
- OSSE will organize cohorts of Program Assistant grantees to participate in group capacity building activities through a *mandatory* workshop series. This series will include business management and financial education workshops.
- If funds are available, providers that have successfully met their stated goals may apply for additional grant money after the initial 2-year grant.

Funding and Operating Costs

FY10 Budget: \$625,000 covers:

- Multiple Grants up to \$25,000
- Program Evaluation and Impact Study

Allowable Expenditures:

- Accreditation
 - Accreditation fees
 - Accreditation Renewal fees
- Instructional support and materials
 - Materials to support Mathematical Learning (manipulatives, pegboards, unit blocks, etc.)
 - Materials to support Language and Literacy (picture books, flannel boards, posters, etc)
 - Materials to support Science/Technology Learning (computers and appropriate software, gardening tools and seeds, aquarium with fish, sand table, etc.)
 - Materials to support Dramatic Play (dolls, props, costumes, puppets, etc.)
 - Materials for Large Muscle/Gross Motor development (climbers, wheel/pedal toys, tunnel for crawling, etc.)
 - Materials for Music and Movement (recorded music, instruments, dance accessories, etc.)
 - Materials to support Arts Learning (easels, paint, fabric, clay, modeling tools, etc)
 - Consultants to extend/enrich classroom activities (gardeners, puppeteers, dancers, gymnastics, sports, etc.)

- Age appropriate curriculum and related training, such as
 - The Creative Curriculum
 - Scholastic's Building Language for Literacy or Early Childhood Programs
 - High/Scope
 - Core Knowledge
 - Opening the World of Learning (OWL)
 - Houghton Mifflin Pre-K
 - Scholastic Early Childhood Workshop
 - Other as approved by OSSE

Note: Trainings must be provided by curriculum publishers or persons certified to provide curriculum- specific trainings.

- Facilities Improvement (must not exceed 25 percent of total award)
 - Improvements to meet the Americans with Disabilities Act accessibility requirements (access to building, drinking fountains, outdoor play space, classroom and therapy areas, etc.)
 - Equipment repairs/replacement
 - Refurbishing Pre-k classrooms (painting, flooring, etc.)
 - Toilets and sinks
 - Tables, chairs, shelving, cubbies
 - Play units (slides, climbers, climbing gyms, etc.)
 - Changing stations
 - Laundry rooms
 - Storage areas
 - Improvements to meet DCMR 29 Facilities Requirements (CBOs only)
- Support for Development of Family Engagement Programs
 - Expenses for monthly meetings (flyers, retainer for speakers, resources, travel, etc.)
 - Development of a Parent Directory (publishing costs)
 - Consultants for Parent trainings

Reports

The Grantee is required to submit quarterly reports, due not later than the 10th day after the end of each quarter during the grant period, and a final report, due not later than 15 days after the end of the project period.

These quarterly reports will consist of the following:

- Project Manager's Report Cover Sheet.
- Report of Project Specific Measurable Objectives and Outcomes (Completed Attachment E).
- Calendar of activities for current report period.
- Calendar of activities for next report period.
- List of newly purchased/leased equipment, if any.
- Invoice for payment with supporting documentation.

- Attachments such as parent newsletters, brochures, newspaper articles about the project, or annual reports, as appropriate.

Records

The Grantee is required to maintain accurate and complete records of the activities supported by the grant. When delivering services, the Grantee is required to maintain records reflecting initial and periodic assessments, initial and periodic plans, and the on-going progress of project activities.

The Grantee is required to provide authorized representatives of the Government of the District of Columbia and the Office of the State Superintendent of Education such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by only authorized staff. Grantees are required to maintain all records, including required reports, documents and files on-site, in a properly secured cabinet or location.

Monitoring

Representatives of ECE will make periodic scheduled and unscheduled visits to the site for monitoring and evaluation of funded projects. During such visits, the Grantee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

SECTION III APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than 5:00 pm on April 19, 2010. The date and time of submission will be recorded upon receipt and a submission receipt issued. Applications received after 5:00 pm on April 19, 2010 will not be considered for funding. Supplements, deletions, or changes to the application will not be accepted after submission.

Number of Copies

The *unbound* original and two (2) bound copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Submission Receipt Form (Attachment A) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies (1 *unbound* original and 2 *bound* copies) with two copies of Attachment A affixed to the outside of each package. E-mailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be delivered on or before the deadline date and time at the following location:

Office of the State Superintendent of Education
Division of Early Childhood Education
ATTN: Program Assistance Grants c/o Kesha Scrivner
717 14th Street NW, 12th Floor
Washington, DC 20005

Important: The Office of the State Superintendent of Education, Division Early Childhood Education will not accept responsibility for delays in the delivery of applications.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before the deadline at the above location. Applications arriving via messenger or courier after the posted deadline of 5:00 pm on April 19, 2010 will not be considered for funding. Application packages must be delivered to and received by an authorized OSSE staff member and not left at the security desk or other location by the courier service.

SECTION IV REVIEW AND SCORING

Grant Review Panel

OSSE will empanel a group of neutral, qualified, knowledgeable individuals to review, score and rank applications for funding. This group will be known as the Grant Review Panel. The names of the members of the Grant Review Panel and its rankings of the applications may be disclosed after receipt and review by the ECE of the Panel's rankings.

The Grant Review Panel will be charged with reviewing, evaluating and scoring the applications. The Review Panel may grant up to 100 points to each application generally based on the following criteria:

Scoring Criteria

Criterion A: Completeness & Format of Application (Total 2 Points)

- *Completeness:* The extent to which the Applicant has provided all of the information requested in the Application and attached all supporting documents.
- *Format:* The extent to which the applicant has followed the application format as specified in the Application and remained within the specified page limits.

Criterion B: Need (Total 20 Points)

- *Need:* The extent to which the Applicant fully describes the market analysis conducted to identify the true need in the target community and by the target population for the services proposed; the extent to which the Applicant identified and clearly described the need in the target community and by the target population for the services proposed, and the cited applicable research supporting that need.
- *Target Population:* The extent to which the Applicant clearly justifies the number of children to be served as a reasonable percentage of the total population of unmet need in the ward; and the extent to which the Applicant profiles the average participant relative to the general target population.

Criterion C: Program Narrative (Total 40 Points)

- *Objectives*: The extent to which the Applicant's stated Project Specific Measurable Objectives are meaningful and the expected outcomes are measurable.
- *Services*: The extent to which the Applicant demonstrates adequate knowledge about and understanding of the selected curriculum and meaningfully relates the proposed project services to the domains described in the "Early Learning Standards."
- *Technology*: The extent to which the Applicant describes the use of and relationship of any proposed technology (e.g., computers) to the proposed services, curriculum and work plan.
- *Work Plan*: The extent to which the Applicant proposes a clear plan and reasonable timeline for the delivery of services.

Criterion D: Evaluation Plan (Total 10 Points)

- *Evaluation Design*: The extent to which the Applicant describes a meaningful evaluation design for the proposed project, and provides a reasonable plan for timely corrective action and adjustments in response to material deficiency findings.

Criterion E: Applicant Experience (Total 10 Points)

- *Experience*: The extent to which Applicant demonstrates experience and skills sufficient to manage the proposed project, and the extent to which the key staff identified for the project are sufficiently experienced and skilled to implement the proposed project.

Criterion F: Accreditation (Total 6 Points)

- *Accreditation*: The extent to which the Applicant documents current accreditation or an active plan for achieving accreditation in the near future.

Criterion G: Budget & Resources (Total 10 Points)

- *Resources*: The extent to which the Applicant describes and demonstrates access for the project to facilities, equipment, staff, licenses and collaborators; and, viability of the organization, and attach the most recent Financial Audit.
- *Budget*: The extent to which the Applicant proposes a spending plan that supports the reasonable costs of the proposed project.

Criterion H: Bonus Points (Total 12 Points): ECE will grant additional points to each application meeting the criteria below:

- Programs providing service to residents of Wards 5, 7 and 8 (5 Points)
- Children with special needs (3 Points)

- Programs serving children of families receiving subsidized child care (2 Points)
- English language learners (2 Points)

ECE will consider funding for projects beginning with the highest score until all funds available have been exhausted. The review panel rankings will be advisory only. ECE reserves the right to make all final decisions.

Decisions on Awards

The ECE will announce awards on or before April 30, 2010. ECE will consider the Review Panel's rankings and fund projects in order of those rankings until all available funds are encumbered. ECE reserves the right to modify the Panel's rankings based on special considerations including, but not limited to a change in the leadership of the Applicant subsequent to the submission of the application, duplication of existing services, and/or budget efficiency.

SECTION V GENERAL PROVISIONS

Insurance

The applicant must show proof of all insurance coverage required by law and sign assurances that all insurance/liability coverage is up to date and active. All applicants that receive grants under this application must show proof of insurance prior to disbursement of funds. Applicant if selected to participate must also provide an annual A-133 audit or a financial statement as required.

At any time or times before final payments and three (3) years thereafter, the ECE, at its discretion, may require the audit of the applicant's financial statements. Such statements may include, in addition to the financial statements of the funded project, also include the financial statements of the Applicant organization.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, the Grantee may not deny services or employment to any person on the grounds of race, color, religion, nationality, gender, or political affiliation.

SECTION VI APPLICATION FORMAT

In drafting this application, applicants must follow the format outlined below. The recommended content of each section is summarized below. Applicants should include all information needed to fully and concisely describe their objectives and work plan. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrate the level of effort required for the proposed services.

Important: In drafting your application, assume that the reader has a limited knowledge of the Applicant, the population and community to be served. Do not assume that the need for the proposed services is obvious; make the case compelling with properly cited relevant and current data and research.

The application must be printed on 8½ by 11-inch white paper, double-spaced, on one side, using 12-point type with a minimum one-inch margin.

The pages of the application must be arranged and paginated in the following order:

Applicant Profile: Use Applicant Profile form (Attachment B) to identify the applicant, type of organization, project service area and the amount of grant funds requested.

Table of Contents: (Limit 1 Page) List and reference the major sections and subsections of the application by page number.

Proposal Abstract: (Limit 1 page) Summarize the application, highlighting the major aspects of the project as discussed in depth in other sections of the application.

Program Narrative: (Limit 15 pages) Provide detailed information that justifies and fully describes the proposed project, including detailed descriptions and discussion of:

- 1) *Need:* Identify, cite applicable research, and describe the need in the target community and by the target population for the services proposed;
- 2) *Target Population:* Provide the number, ages, ward of residency, and demographic profile of the participants to be served;
- 3) *Objectives:* Specify and describe measurable objectives and expected outcomes, different from those listed in the Global Measurable Objectives (Attachment E), specific to the project, and ensure that the expected outcomes are measurable.
- 4) *Services:* Describe the type and form of services to be provided, hours of operation, location, curriculum selection and reason(s) for choice;
- 5) *Work Plan:* Detail work plan and timeline for project implementation and delivery of services (Attachment F);
- 6) *Evaluation Design:* (Quality Improvement Plan) Describe plan for collecting and providing documentation of measurable impact of services on the project participants, making sure to relate this documentation to the expected outcomes of the project described in the *objectives* section above and utilizing the instruments in the assessment protocol referenced earlier in the Program Scope section of this RFA (Attachment E); and,
- 7) *Experience:* Document the experience and skills of the applicant and the key project staff that demonstrate the qualifications and capability of the applicant and staff to provide the services and achieve the outcomes described. Include a summary of the job descriptions of key staff of applicant and the key staff of the proposed project, including the Project Manager. Include percentage of time to be devoted to the project by project staff.

Program Budget and Budget Narrative: (Limit 2 pages) Using the outline of the Budget Summary Form (Attachment H) as a guide, itemize and describe the categories of expenditures anticipated for this project.

- 1) *Personnel:* Show proposed salaries and wages for all project staff. If staff members will be paid from source(s) other than the Pre-Kindergarten Enhancement Program Assistance Grant, show their time on the project as donated services (i.e., in-kind, local share and applicant share).
- 2) *Fringe Benefits:* Include proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- 3) *Training:* Show proposed reimbursements, fees and materials cost.
- 4) *Travel:* Show proposed expenditures for local travel (out of town travel may not be funded under this Program) including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
- 5) *Instructional Support and Material:* List proposed supports and educational materials. Include total and extended costs, where applicable.
- 6) *Consultants:* If consultants are proposed, include justification, statement of scope or work, copy of draft contract, hourly rate of pay and incidental costs, and resume or organizational profile.
- 7) *Other:* Show estimated facilities improvement costs for the project. Include all cost for services directly related to project activities. Other budget categories may also be included.
- 8) *Indirect Cost/Overhead:* If indirect cost or overhead is included in the budget, the proposed amount must not exceed 9 percent of the direct cost of project budget.

Certifications and Assurances: Complete Attachments C and D and attach with the application.

Appendices: Attach relevant documents supporting the application. Such items may include, but are not limited to the following:

- ✓ Documentation of corporate status (required)
- ✓ Most recent audited financial statements (required)
- ✓ Federal form W-9 (required)
- ✓ Proof of General Liability Insurance (required)
- ✓ Roster of Board of Directors (required)
- ✓ Organization budget - as opposed to project budget (required)
- ✓ Resumes of key project staff and technical or clinical staff (required)
- ✓ Attachments A through I (see Section VII below) (required).

SECTION VII

LIST OF ATTACHMENTS

The following Attachments are required and must be completed, signed and attached to your application:

Attachment A	Submission Receipt Form <i>(2 copies at front of application)</i>
Attachment B	Applicant Profile <i>(Use as the cover page of application)</i>
Attachment C	Certifications Form
Attachment D	Assurances Form
Attachment E	Global Measurable Objectives
Attachment F	Work Plan Form
Attachment G	Staffing Plan Form
Attachment H	Budget Summary Form
Attachment I	Confidentiality Statement

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY CHILDHOOD EDUCATION
717 14TH STREET NW
WASHINGTON, DC 20005
ATTENTION: KESHA SCRIVNER

SUBMISSION RECEIPT

**Pre-kindergarten Enhancement and Expansion Program Assistance Grant
Application**

THE OFFICE OF STATE SUPERINTENDENT OF EDUCATION GRANTS MANAGEMENT
IS IN RECEIPT OF A PROPOSAL FROM:

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/ Fax)

(Amount Requested)

OGM USE ONLY:

Please Indicate Time:

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ / 2010

Received by: _____

PROPOSALS RECEIVED AFTER 5:00 PM
WILL NOT BE FORWARDED TO THE REVIEW PANEL.

Pre – Kindergarten Enhancement and Expansion Program Assistance Grant Profile

Program: _____ Date of Submission: _____

Applicant Profile (Circle One): Profit Non-Profit

ADDRESS	Organization Name: _____ Phone Number: _____ Fax: _____ Physical Address of Project Site: _____ City: _____ State: _____ Zip: _____ Ward: _____ E-Mail Address: _____
CONTACT PERSON	Contact Name: _____ Title: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____ Address: _____ City: _____ State: _____ Zip: _____
SEND CHECKS TO	Contact Name: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____ Address: _____ City: _____ State: _____ Zip: _____

DC Office of the State Superintendent of Education **Pre-k Enhancement and Expansion Program Assistance Grant**
Site Information Form – SIF (Complete one SIF for each site)

CONTACT INFORMATION	Site Name: _____
	Site Address: _____
	City: _____ State: _____ Zip: _____ Ward: _____
	Site Phone Number: _____ Site Fax: _____
	Contact Person: _____ Title: _____
	E-Mail Address: _____
	Mail Address of Site (If different than above) Address: _____ City: _____ State: _____ Zip: _____ Ward: _____
CLASSIFICATION	Type of Site <input type="checkbox"/> Child Care Center <input type="checkbox"/> Faith Based <input type="checkbox"/> Head Start <input type="checkbox"/> Profit <input type="checkbox"/> DCPS <input type="checkbox"/> Non-Profit <input type="checkbox"/> Chartered School
	Accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what accrediting Body
	<input type="checkbox"/> NAEYC <input type="checkbox"/> COA <input type="checkbox"/> Other Name: _____ Contact Person: _____

MEAL SERVICE

Please provide us with information on how your meals are prepared or if an outside food service vendor is used.

Site Information Form – SIF (Complete one SIF for each site)

OPERATING DATA & ENROLLMENT	<p>Program Participation</p> <p>Hours of Operation</p> <p>From: _____ To: _____</p> <p>Days of Program Operation</p> <p>Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Holidays <input type="checkbox"/></p> <p>Enrollment</p> <p>Number of participants enrolled in the program? _____</p> <p>Head Start _____ Non-Traditional _____</p> <p>Subsidized _____ Before & Aftercare _____</p> <p>3 Year Olds _____ 4 Year Olds _____</p> <p>Number of facilities under your administration _____</p> <p>Dates and Times of Operation</p> <p>Are you closed on all federal holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the additional dates and times that you will not provide services/operate:</p> <p>Does the site participate in Head Start programs? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “Yes,” please attach a copy of the Head Start Agreement.</p> <p>Publicly Funded Program(s)</p> <p>Does this center participate in any other federally/publicly funded programs? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>if yes, specify programs: _____</p> <p>Dates From: _____ To: _____</p> <p>State Agency Program:</p>
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STAFFING	Staffing Pattern Staffing Pattern: (enter only personnel who will perform Pre-k functions at this center)			
	Staff Name:	Staff Position:	Specific Duties	% of time devoted to Pre-k Services
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	Please attach all Credentials			
CURRICULUM	Select One Creative Curriculum High Scope Core Knowledge Houghton Mifflin Pre-K Opening the World to Learning *Other (specify)			
	*Must have OSSE Approval			
SIGNATURES	_____		_____	
	Authorized Signature		Date	
SIGNATURES	_____		_____	
	Authorized Signature		Date	

BUDGET	Operational & Administrative Costs Operational and Administrative Budget: All costs must be documented. Note: Indirect cost cannot exceed 9%	
	Operational and Administrative Budget	
	A: Estimated Monthly Operating/Administrative Costs	
	Type of Documentation	
	Salary Wages	\$ _____
	Fringe Benefits	\$ _____
	Consultants/Experts	\$ _____
	Occupancy	\$ _____
	Travel & Transportation	\$ _____
	Supplies & Minor Equipment	\$ _____
FUNDING SOURCE	Federal Amount Does your organization receive more than \$500,000 total for any federally funded program during the fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy of your most current A-133 Audit Report and list sources below. If No attach a copy of your most recent Financial Statement to the application Funded Source <div> <div>1.</div> <div>2.</div> </div> <div> <div>3.</div> <div>4.</div> </div> <div> <div>5.</div> <div>6.</div> </div> <div> <div>7.</div> <div>8.</div> </div>	
	General Information Has your organization ever been terminated or determined to have been seriously deficient in its operation of any Child Care Programs? If "Yes" please the date(s) <input type="checkbox"/> Yes <input type="checkbox"/> No	
	PAYMENT PLAN	

TAX	<p>Tax Exempt Types Types of Exemption: (Check one statement under the appropriate status of the sponsoring agency)</p> <p><input type="checkbox"/> Tax Exempt under the Internal Revenue Code of 1964, as amended. Our Agency is federally tax-exempted by the Internal Revenue Service (IRS) and our name remains the same as it appears above. The IRS letter of determination is maintained in our current file. (Attach a copy of your IRS Letter of Determination)</p> <p><input type="checkbox"/> Our Agency is federally tax exempted by the Internal Revenue Services (IRS). However, our agency name has changed. Attached is a copy of our IRS Letter of Determination to support our name change.</p> <p><input type="checkbox"/> Our Agency has changed from a for-profit (proprietary sponsor) to a not-for-profit agency with federal tax exemption. Attached is a copy of our IRS Letter of Determination to support our tax exemption status.</p> <p><input type="checkbox"/> For Profit <input type="checkbox"/> Title XIX <input type="checkbox"/> Title XX: (Attach a copy of Incorporation Papers/Disclosure of Ownership)</p> <p><input type="checkbox"/> Our Agency is for-profit and our name is the same as it appears above. The legal supports documentation is maintained in our current file.</p> <p><input type="checkbox"/> Government Agency (specify): _____</p> <p><input type="checkbox"/> Church (Affiliation): Our Agency is a public church sponsoring organization. Enclosed is our sponsoring organization letter (s) with supportive documentation for the program(s) under our sponsorship.</p> <p>Pastor Name: _____</p> <p>Pastor Telephone Number: _____</p>
OTHER	

TERMS	AGREEMENT Check that you have read the terms of agreement found in the <i>Support Documents</i> section <input type="checkbox"/> Yes <input type="checkbox"/> No										
AFFIRMATION	CIVIC RIGHTS Our Institution will post the USDA Civil Rights Poster: Justice for All.....” prominently at all sites. Please provide a breakdown of the race and ethnicity for the following Black: _____ Hispanic: _____ Asian/Pacific: _____ White not Hispanic: _____ American Indian or Alaskan Native: _____ Total: _____										
SIGNATURES	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">_____</td><td style="width: 50%; text-align: center;">_____</td></tr> <tr> <td style="text-align: center;">Signature</td><td style="text-align: center;">Date</td></tr> <tr> <td style="height: 20px;"></td><td></td></tr> <tr> <td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr> <td style="text-align: center;">Signature</td><td style="text-align: center;">Date</td></tr> </table>	_____	_____	Signature	Date			_____	_____	Signature	Date
_____	_____										
Signature	Date										
_____	_____										
Signature	Date										

**PRE-K PROGRAM ASSISTANCE GRANT
CHECKLIST**

PLEASE SUBMIT THE FOLLOWING FORMS:

ALL SIGNATURES MUST BE ORIGINAL

Retain a copy at your center with all documents

PRE-KINDERGARTEN PROGRAM ASSISTANCE GRANTS

Applicant/Organization Name: _____

Date of Proposal Submission: _____

CERTIFICATIONS

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

**Certifications**

**Regarding Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- i. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- ii. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned

shall complete and submit Standard Form III, "disclosure of Lobbying Activities," in accordance with its instructions;

- iii. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510----

☐ The applicant certifies that it and its principals:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- iii. Are not presently indicted for or other criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

☐ Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-----

☐ The applicant certifies that it will or will continue to provide a drug-free workplace by:

- i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

- ii. **Establishing an on-going drug-free awareness program to inform employees about---**
 - 1. **The dangers of drug abuse in the workplace;**
 - 2. **The applicant's policy of maintaining a drug-free workplace;**
 - 3. **Available drug counseling, rehabilitation, and employee assistance programs; and**
 - 4. **The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
 - iii. **Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
 - iv. **Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-----**
 - 1. **Abide by the terms of the statement; and**
 - 2. **Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;**
 - v. **Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Early Childhood Development, 717 14th Street, NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;**
 - vi. **Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted---**
 - 1. **Taking appropriate personnel action against such an employee, up to an including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - 2. **Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - 3. **Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- ☐ **The applicant may insert in the space provided below the sites for the performance of work done in connection with this grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug- Free Workplace (Grantees who are Individuals)

As required by the Drug- Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67 and 67.620 –

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**Office of the Unified Communications Center
2720 Martin Luther King, Jr., Avenue, SE
Washington, DC 20032**

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/ or Project Name

3. Grantee IRS/ Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature/ Date

PRE-KINDERGARTEN PROGRAM ASSISTANCE GRANTS

Applicant/Organization Name: _____

Date of Proposal Submission: _____

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements- 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally- assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal- sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, and Stat. 975, approved December 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance," includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register Historic Places that are subject to adverse effects (see 36 CFR Part 800.0) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42. Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Program.
12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973,

as amended; Education Amendments of 1972; and the Age Discrimination Act of 1975.

13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice Programs.
14. It will provide an Equal Employment Opportunity Program is required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Executive/Director/President

Date

**PRE-KINDERGARTEN
PROGRAM ASSISTANCE GRANT**

Applicant/Organization Name: _____

Date of Proposal Submission: _____

GLOBAL MEASURABLE OBJECTIVES

<i>Select as appropriate</i>			
Measurable Objective	Tool/Activity(ies)	Expected Outcome(s)	Status
1) To facilitate accreditation			
2) To select age appropriate curriculum, materials and related training.			
3) To increase instructional supports and materials to ensure that children are ready to learn			
4) To support development of family engagement programs			
5) Other-To achieve a high level of program quality			
6) To improve the facility			

PRE-KINDERGARTEN PROGRAM ASSISTANCE GRANT

Applicant/Organization Name: _____

Date of Proposal Submission: _____

PROGRAM ASSISTANCE GRANT WORK PLAN

MEASURABLE OBJECTIVES/ ACTIVITIES				
1. OBJECTIVE:				
Activities:	1 st Q	2 nd Q	3 rd Q	4 th Q
2. OBJECTIVE:				
Activities	1 st Q	2 nd Q	3 rd Q	4 th Q
3. OBJECTIVE:				
Activities	1 st Q	2 nd Q	3 rd Q	4 th Q
4. OBJECTIVE:				
Activities	1 st Q	2 nd Q	3 rd Q	4 th Q
5. OBJECTIVE:				
Activities	1 st Q	2 nd Q	3 rd Q	4 th Q

Please make copies as needed

PRE-KINDERGARTEN PROGRAM ASSISTANCE GRANT

Applicant/Organization Name: _____

Date of Proposal Submission: _____

STAFFING PLAN

POSITION TITLE	ANNUAL SALARY	% OF EFFORT APPLIED TO GRANT	GROSS SALARY APPLIED TO GRANT	START DATE
Project Manager	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	
	\$	%	\$	

TOTAL PROJECT STAFF (Full- and Part-time employees): _____

TOTAL FULL-TIME EMPLOYEES (FTE) APPLIED TO GRANT: _____

POSITIONS LISTED ABOVE FOR WHICH INCUMBENTS
HAVE BEEN IDENTIFIED: _____

ATTACHMENT H

PRE-KINDERGARTEN PROGRAM ASSISTANCE GRANT

Applicant/Organization Name: _____

Date of Proposal Submission: _____

BUDGET SUMMARY

BUDGET CATEGORY	BUDGET		
	Charged to Grant	Charged to Other	Total
Salaries & Wages	\$	\$	\$
Fringe Benefits Rate: ____%	\$	\$	\$
Training	\$	\$	\$
Travel (Local Travel Only)	\$	\$	\$
Supplies	\$	\$	\$
Consultant(s)	\$	\$	\$
Equipment/Furniture/Facility Improvement	\$	\$	\$
Other (accreditation, curriculum...)	\$	\$	\$
SUBTOTAL/ DIRECT COST	\$	\$	\$
Indirect/ Overhead (Not to Exceed 9% of Direct Cost)	\$	\$	\$
TOTAL:	\$	\$	\$

ATTACH BUDGET NARRATIVE

Budget Narrative should provide detailed explanation for all expenditures listed above. Salary & Wages category must agree with Staffing Plan (Attachment F); Include fringe rate; List purpose, name and fees of each consultant; List Equipment/Furniture/Facility Improvement items individually, unit cost and vendor; Indirect Cost/Overhead cannot exceed maximum.

PRE-KINDERGARTEN PROGRAM ASSISTANCE GRANT

Applicant/Organization Name: _____

Date of Proposal Submission: _____

STATEMENT OF CONFIDENTIALITY

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Office of the State Superintendent of Education
Application
PRE-KINDERGARTEN ENHANCEMENT PROGRAM

STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Executive/Director/President

Date

Project Name

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